



Division of Criminal Justice Police Training Commission

AGENCY TRAINING

for the

BASIC COURSE FOR CLASS ONE SPECIAL LAW ENFORCEMENT OFFICERS

Section 5

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**New Jersey Department of Law & Public Safety
Division of Criminal Justice**

BASIC COURSE FOR CLASS ONE LAW ENFORCEMENT OFFICERS

AGENCY TRAINING

The Basic Course for Class One Special Law Enforcement Officers is based on performance objectives. These performance objectives are statements describing the tasks that an officer is expected to perform at the conclusion of training. They constitute the minimum requirements of each of these courses.

The curriculum for Class One Officers was designed to meet the special limited job responsibilities of this class of officer. It incorporates the elements of the Basic Course for Police Officers with training designed to fit the specific responsibilities of the officers. Additional training is designated for officers given additional authorizations.

Many differences in size, location, and type of workload exist among the various municipal law enforcement agencies. They have different policies, reporting systems, equipment, ordinances and procedures. They operate under various administrative and organizational structures. To govern the actions of agency personnel, agencies adopt rules and regulations that address their particular needs and concerns. This variety dictates that an agency must train its own personnel regarding agency forms, tasks, policies and procedures. Additionally Class One officers are assigned specific limited responsibilities in each agency. Many agencies already provide such training, formally or informally.

The commission has mandated that departments need to conduct individual agency training on a formal basis. As a result, the segment of the Basic Course for Class One Special Law Enforcement Officers that deals with agency training will be presented by department personnel at the agency. The materials that follows in Functional Area 14.0 is that mandated agency training and will assist your personnel in fulfilling the department's agency training requirements.

Instructional Unit 14.0

Class One Special Law Enforcement Officers

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UNIT GOAL

The trainee will know the responsibilities of a Class One Special Law Enforcement Officer and the relevant policies and procedures of the local agency.

UNIT DESCRIPTION

This unit introduces the trainee to the role of Class One Special Officers and outlines their powers, duties, and responsibilities. Local agency procedures are stressed and basic traffic and crowd control techniques are included.

PERFORMANCE OBJECTIVES

- 14.1.1 The trainee will identify the powers, duties and responsibilities of Class One Special Law Enforcement Officers.
- 14.1.2 Given various situations, the trainee will identify the appropriate role of the Class One Special Law Enforcement Officer.
- 14.1.3 The trainee will identify acceptable procedures for obtaining the assistance of regular police officers.
- 14.1.4 Given various simulated situations, the trainee will identify the procedures to be followed in working with regular police officers.
- 14.1.5 Given simulated situations, the trainee will demonstrate the ability to perform routine traffic functions including the handling of detours.
- 14.1.6 The trainee will identify the basic principles of spectator control.
- 14.1.7 Given simulated situations, the trainee will identify appropriate procedures for directing spectators to safety.
- 14.1.8 The trainee will identify the provisions of those municipal ordinances that he/she will be responsible for enforcing.

Performance Objective 14.1.1

The trainee will identify the powers, duties and responsibilities of Class One Special Law Enforcement Officers.

I. Powers, duties and responsibilities of Class One Special Law Enforcement Officers.**A. Special Law Enforcement Officer, Definition.**

1. Any person appointed pursuant to the Act to temporarily or intermittently perform duties similar to those performed regularly by members of a police force of a local unit.
2. Members of a police force of a local unit, or to provide assistance to a police force during unusual or emergency circumstances, or at individual times or during regular seasonal periods in resort municipalities.
3. The Special Law Enforcement Officers Act provides for two classes of officers based on the duties they perform. The classifications are set forth in the Act as follows.

B. Class One Officers.

1. Emphasize cannot carry firearms.
2. Authorized duties.
 - a. Routine traffic detail.
 - b. Spectator crowd control.
 - c. Similar control duties.
3. If authorized by local ordinance issue summons for:
 - a. Disorderly and petty disorderly persons offenses.
 - b. Traffic violations (Title 39).
 - c. Municipal ordinances.

C. Class Two Officers.

1. Can carry firearms after completion of a PTC-approved course.
2. Authorized Duties.
 - a. Same as permanent, regularly appointed full-time police officer.
 - b. A special law enforcement officer shall be under the supervision and direction of the Chief of Police or, in the absence of the chief, other chief law enforcement officer of the local unit wherein the officer is appointed, and shall perform his duties only in the local unit unless in fresh pursuit of any person pursuant to chapter 156 of person pursuant to chapter 156 of Title 2A of the New Jersey Statutes.
 - c. The officer shall comply with the rules and regulations applicable to the conduct and decorum of the permanent, regularly appointed police officers of the local units, as well as any rules and regulations applicable to the conduct and decorum of special law enforcement officers.

II. Agency Policies.

Trainees are to be informed of all pertinent agency policies that relate to the responsibilities and authority of the officer. These policies will include authorization of use of oleoresin capsicum if authorized to carry.

Performance Objective 14.1.2

Given various situations, the trainee will identify the appropriate role of the Class One special law enforcement officer.

I. Role of the Class One Special Law Enforcement Officer.**Handouts 1 and 2.**

Discuss any other situations appropriate to the local agency. Have the trainee identify what class of special officer would properly handle the situation.

Exercise:

Given simulated situations, the trainee will identify which situations depict the roles of the Class One Officer.

Performance Objective 14.1.3

The trainee will identify acceptable procedures for obtaining the assistance of regular police officers.

I. Identification of acceptable procedures for obtaining the assistance of regular police officers.

Acceptable procedures for obtaining assistance should be outlined in policy and procedure statements issued by the individual department. More than likely these procedures will involve a notification to headquarters.

Assistance will be required when you encounter any incidents which lie outside the realm of your role as a Class I Special Law Enforcement Officer.

Insure that trainees are familiar with the use of radio communications equipment assigned to them including:

- A. Transmitting and receiving techniques.
- B. Codes.
- C. When to use radio.

Exercise:

Instructor will give examples of incidents requiring a response by a regular police officer, for example, crimes in progress, auto accidents, fires, citizen complaints, first aid.

Performance Objective 14.1.4

Given various simulated situations, the trainee will identify the procedures to be followed in working with regular police officers.

I. Procedures for working with regular Police Officers.

This will be a follow-up of the previous P.O. (14.1.3) where the officer requested the assistance of a regular officer.

A. Agency Policy.

The procedures to be followed in working with regular officers will usually be outlined at the agency level. The following points should be made.

1. The regular officer is in charge.
2. The regular officer will assign and supervise the duties of the Special Law Enforcement Officer.

Note:

Outline local procedures that special officers are to follow when working with regular police officers.

Performance Objective 14.1.5

Given simulated situations, the trainee will demonstrate the ability to perform routine traffic functions including the handling of detours.

I. Routine traffic functions, including the handling of detours.

Brief review of POST Instructional Unit 6.3, Communications Using Flashlight, Whistle, and Hand signals. (See attachment A.)

A. Performing the traffic function, key elements:

1. Position - Where he can be seen.
2. Signals - Clear and easily understood.
3. Giving directions - particularly important at detours, when motorist may be told to take a strange route.

Exercise:

Instructor explains and demonstrates the various hand signals. Trainees as a group should then practice these signals.

Performance Objective 14.1.6

The trainee will identify the basic principles of spectator control.

I. Basic principles of spectator control.

- A. Face the crowd.**
- B. Observe crowd activities.**
- C. Remember you are not alone. You are part of a team.**
- D. Yours is a coordinated effort.**
- E. Courtesy - demeanor.**
- F. Dress - important, neatness.**
- G. Communicating skills necessary and important.**

Performance Objective 14.1.7

Given simulated situations, the trainee will identify appropriate procedures for directing spectators to safety.

I. Procedures for directing spectators to safety.

Most disasters such as fires, floods, explosions, power outages, are handled by municipal or regional contingency plans, which will cover evacuation routes and the basic needs such as food, clothing, and shelter.

Use any contingency plans available to create simulated situations.

Performance Objective 14.1.8

The trainee will identify the provisions of those municipal ordinances that he/she will be responsible for enforcing.

I. Identify Ordinances.

List all local ordinances the Class I Officer will be responsible for enforcing.

HANDOUTS

CLASS ONE SPECIAL LAW ENFORCEMENT OFFICER

HANDOUT 1

N.J.P.O. 14.1.2

Situation 1

You are assigned to a routine traffic detail at a county fair. Your responsibility is to direct the incoming traffic into appropriate parking areas.

Situation 2

While on routine traffic detail at the county fair, you observe a vehicle which is in violation of Title 39. You proceed to issue a summons for the violations.

Situation 3

You are assigned to spectator control at a local parade. Your responsibility is to keep the spectators behind the police barricades which have been set up.

Situation 4

While assigned to spectator control at a local parade, you observe a violation of a municipal ordinance. You proceed to issue a summons for the violation.

CLASS ONE SPECIAL LAW ENFORCEMENT OFFICER

HANDOUT 2

N.J.P.O. 14.1.2

There has been an explosion in one of the local stores. Officers Jones and Smith, both Class One Special officers, are on the scene. The following activities must be accomplished. Which of the activities would be proper to perform as a Class one special officer?

1. Controlling traffic at the accident scene
2. Protecting the scene
3. Keeping unauthorized persons from entering the restricted area
4. Handcuffing a suspect
5. Transporting the suspect to headquarters